

Time Administration and Time Entry

	Louisiana Department of Health (LDH)	
	Policy Number	77.2
	Content	Policy, Applicability, Implementation, Definitions and Procedures for Entry of Time and Attendance
	Effective Date	November 16, 2018
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

This policy defines responsibility in The Louisiana Department of Health (LDH) for the entry of time and attendance hours and for certification and maintenance of the pay period files. Employees who have computer access and an email account in the state email system (Outlook) should submit leave and attendance requests through Louisiana Employees Online (LEO) unless instructed to do otherwise by their supervisors or other management personnel.

II. APPLICABILITY

This policy applies to all Offices within the Louisiana Department of Health (LDH) and to all employees of the Department.

III. EFFECTIVE DATE

The effective date of this revised policy is November 16, 2018.

IV. RESPONSIBILITIES

The Secretary or his/her designee, the Undersecretary and each Assistant Secretary is responsible for assuring that managers and supervisors within his/her organizational authority comply with the provisions and the intent of this policy. Each employee shall be advised of his or her responsibilities under this policy.

V. DEFINITIONS

Appointing Authority - 'Appointing Authority' means the officers and employees authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

CATS – Cross Application Time Sheet provided by the Human Resources System.

ECertification – Online process that allows employees to certify or decline time statements electronically and lets approvers approve or reject employees' time statements electronically.

Employee Administration Unit – Each office within LDH that is responsible for the administration of payroll data, including time administration.

LaGov HCM Human Resources System – A computer-based integrated human resources and payroll system used by the executive branch departments in the State of Louisiana.

LEO (Louisiana Employees Online) – Employee access to time and pay information stored in LaGov HCM.

Primary Time Administrator – The person occupying a position which has been assigned time administration duties and granted time administration security access.

Secondary Time Administrator – The person who serves as backup to the Primary Time Administrator and performs the same duties, when necessary.

Time Administration Group – A grouping of employees for which a position has responsibility for time administration functions. Each Time Administration Group shall have a Primary and Secondary Time Administrator.

Time Administration Unit Manager – The person assigned responsibility for the review and certification of time entry and documentation by the Primary and Secondary Time

Administrators. This may be the appointing authority, division/unit manager, direct supervisor, etc., depending on the size and complexity of the organizational unit.

Human Resources, Training and Staff Development (HRTSD) – The Human Resources Office located in LDH Headquarters that has responsibility for the oversight of all human resources and employee administration programs within LDH.

VI. DISSEMINATION OF PROCEDURES

Each Employee Administration (EA) Unit shall be responsible for distributing to their respective Time Administration Units memoranda and procedures issued by OSUP and OIS as they relate to time entry and reporting requirements. The EA Unit will also be responsible for formulating and distributing any agency specific requirements relating to time administration.

VII. CERTIFICATION OF TIME AND ATTENDANCE

- A. On-line Process (employees place leave and attendance requests through LEO)
 1. Employee record of time and attendance – Each employee within the Department shall sign in and out (manually or electronically) on a daily basis. Appointing authorities may waive this requirement for employees using LEO to submit leave and attendance requests as long as there is a LDH Employee Work Schedule Form (HR-13) on file that documents the employee's current work schedule.
 2. Each Time Administration Unit Manager (or designee) shall be responsible for reviewing pay period records to ensure that the pay period file contains employee certification of time and attendance (Initialed sign in/out sheets and/or employee-signed Time Statements printed from LEO or a printed copy of zp241). The Time Administration Unit Manager (or designee) shall ensure that time was recorded correctly, and take appropriate action to initiate corrections as necessary.
 3. The Time Administration Unit Manager shall develop internal procedures to:

- a. Review the time and attendance records to ensure employees are completing them accurately and timely and verify that approved leave requests and/or overtime requests are documented as required.
 - b. Review the Time Entry Audit Report (ZT02) against the time and attendance records to ensure that the leave and attendance requests are entered accurately and timely. The Time Administration Unit Manager shall certify the accuracy of the time entries by signing off on the ZT02.
 - c. Approve any Prior Pay Period Adjustment forms necessary to correct leave and/or overtime entered in a previous pay period.
 - d. Audit the Time Administrator's personal time entries.
 - e. Monitor and evaluate the Time Administrator's compliance with established procedure.
4. Each Time Administration Unit Manager shall be responsible for providing time and attendance information covering specific pay periods upon request from the Human Resources Office, the EA Unit, Legislative Auditor's Office, and/or the Department of Civil Service. Original documents will be returned to the Time Administration Unit after review.
- B. Paper Process (employees submit paper leave slips and attendance requests to be entered into LaGov HCM by Time Administrators)
1. Each Time Administration Unit Manager (or designee) shall be responsible for reviewing pay period records to ensure files contain employee certification of time and attendance (sign in/out sheets) and corresponding leave and overtime requests. The Time Administration Unit Manager shall compare the time and attendance records to the Time Entry Audit Report (ZT02) to ensure that time entry was correct, and take appropriate action to initiate corrections as necessary.
 2. Each Time Administration Unit Manager shall be responsible for providing original documents covering specific pay periods upon

request from the Human Resource Office, the EA Unit, Legislative Auditor's Office, and/or the Department of Civil Service. Original documents will be returned to the Time Administration Unit after review.

- C. For further information regarding certification of time and attendance, please refer to LDH Policy #125, Work Schedules, Attendance and Punctuality.

VIII. TIME MANAGEMENT GUIDELINES

- A. Overtime - According to Civil Service rules each employee in leave earning status has a regular work schedule. Hours worked in excess of 40 hours per week or 80 hours per pay period are considered overtime and may be compensable either by cash payment or compensatory (K) leave in accordance with Civil Service rules and the Fair Labor Standards Act. Overtime must be approved by the employee's supervisor prior to the employee working overtime.
 - 1. Online Process: Employees who enter attendance requests for overtime in LEO shall document the reason for the overtime in the "Note" section of the attendance request.
 - 2. Paper Process: All overtime hours must be approved in writing in accordance with DHH Policy #45.1, DHH Overtime Policy. Copies of the written approvals for cash payment of overtime must be forwarded to the EA Unit. Time Administrators shall enter approved overtime in LaGov HCM in accordance with standard procedures issued by OIS and OSUP. Time Administrators shall not use override codes when entering overtime unless instructed to do so by OIS, OSUP or HRTSD. Written approvals for overtime, whether for compensatory leave or cash payment, must be maintained with the time and attendance records in the Time Administration Unit.
 - 3. Overtime compensation procedures shall not be used to manage attendance. Agencies should use Improvement Letters (Civil Service Rule 12.9), the Unscheduled Absence Rule (Civil Service Rule 12.6[a]) or disciplinary actions to control attendance.
- B. Employees in non-leave earning status receive pay only for hours actually worked and do not earn annual, sick or compensatory leave. Employees in non-leaving earning status are allowed to perform overtime duty and earn cash compensation. Employees in non-leave earning status do not

receive holiday pay when they do not work on a holiday. They are paid for any hours they actually work if scheduled to work on a holiday.

- C. Employees in leave-earning status who are on leave without pay immediately preceding and following a holiday are not eligible for payment for the holiday.
- D. When an employee is absent for an extended period and has not had the opportunity to complete a written or on-line leave request, the employee's supervisor, pending the employee's return, must complete a leave slip and the leave must be recorded on the time file as it occurs. The employee must sign the leave slip upon return to work.
- E. Employees whose work schedules fall at the beginning of daylight savings time in the spring shall be required to take compensatory or annual leave to make up for time lost during the changeover to daylight savings time. Employees whose work schedules fall at the end of daylight savings time in the fall shall be granted overtime to compensate them for the extra time worked during the changeover to daylight savings time.

IX. TIME ADMINISTRATOR SECURITY

Each EA Unit shall have an Agency LaGov HCM Security Coordinator who is responsible for maintaining position and incumbent security documentation.

Time Administrator security in LaGov HCM is established by position. A LaGov HCM Request for Position Security-HR" form (ISF048) must be completed by the Agency LaGov HCM Security Coordinator and submitted to OIS to establish, revise, and/or remove security access for the position.

The incumbent of the position established as having Time Administrator security must complete a LaGov HCM Incumbent Security Update-HR" form (ISF049) and submit to the Agency LaGov HCM Security Coordinator for verification and submission to OIS.

X. TIME ADMINISTRATOR SUPPORT

Each EA Unit shall have the following designated staff to serve as support for Time Administrators:

- A. LaGov HCM Agency Liaison – This is usually the EA Unit Manager. This person is responsible for (1) acting as the agency approver for official

LaGov HCM documents; (2) dissemination of information from OSUP and OIS; (3) ensuring that management and Time Administrators receive pertinent information relating to time administration in a timely and efficient manner and (4) informing OIS of any changes in delegation of responsibilities within the agency.

- B. LaGov HCM Time Administrator Superuser – This person must be thoroughly knowledgeable about OSUP and OIS policies and procedures related to time administration and the technical aspects of entering time in LaGov HCM. Time Administrators should contact their Time Administrator Superusers (or designees) with questions concerning rules, regulations, and entry procedures.

XI. TIME ADMINISTRATOR TRAINING

Each EA Unit shall have a person designated to coordinate training for new time administrators and/or refresher classes as needed.

New Time Administrators must complete the following two online LEO classes PRIOR to assuming Time Administrator duties: HCM Basic Navigation and HCM Basics of Time Administration. They are located under Statewide Courses, LaGov ERP Courses, and LaGov Human Capital Mgmt (LaGov HCM) Trng.

XII. TIME ADMINISTRATION UNIT MANAGER

- A. Each Time Administration Unit Manager shall formally designate positions to have Primary and Secondary Time Administrator responsibilities for each Time Administrator Group. The Time Administrator Unit Manager is responsible for notifying the LaGov HCM Security Coordinator of the need to establish and/or change Time Administrator security and/or Time Administration Groups and for submitting necessary forms.
- B. The Time Administration Unit Manager shall notify all employees of time and attendance procedures and policies concerning requesting leave and/or overtime.
- C. In units that use cost distribution for time reporting, the Time Administration Unit Manager shall determine who within the unit shall be responsible for the cost distribution of hours – the time administrator, employee, supervisor, etc.

- D. Ensure that Time Administrators receive copies of all OSUP, OIS, and LDH policies, procedures, and directives relating to time administration.

XIII. RECORD RETENTION

- A. Pay period files for each active employee shall be retained by the Time Administrator for five years. Time Administrators shall comply with all instructions and directives regarding items to be included in the pay period files.
- B. Each 24-hour facility may develop an internal procedure specific to its operation for the retention of records that are in compliance with this policy.
- C. For further information about record keeping, please refer to LDH Policy #125, Work Schedules, Attendance and Punctuality.

XIV. EMPLOYEE

- A. Each employee is responsible for his/her own reporting of time. Errors in time entry should be reported to the Unit Time Administrator as soon as they are detected. Employees shall not certify time and attendance that is not accurate. If a situation cannot be resolved between the employee and the Time Administrator, the Time Administration Unit Manager should be consulted.
- B. Leave taken and/or overtime worked must be requested in accordance with Civil Service rules and regulations and LDH policy and procedures.

XV. EMPLOYEE'S FINAL CHECK

The employee's last check from the agency will be generated in the same manner as his/her regular bi-weekly payroll payment is set up in LaGov HCM. If the employee has been set up for direct deposit, the last check will be issued via direct deposit; if set up for a paper check, then the last check will be by paper to the employee's address. The only exception to this is for a deceased employee's final payment in which a paper check is processed per OSUP procedures and forwarded by OSUP to the agency.

XVI. SPECIAL PROVISIONS FOR ONLINE LEAVE AND ATTENDANCE PROCESSING

- A. When an employee’s state email account is set up by IT, his personnel number (alias) must be entered in the email system in the format shown in the following example:

Personnel Number: P00012345

Alias: HR00012345@LA.GOV

- B. Each employee should take the tutorials provided by LEO before using the automated leave/attendance system.
- C. If circumstances prevent use of the online system the employee shall submit paper leave and attendance requests to be entered by the Unit Time Administrator.

XVII. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.

Falsification of time and attendance records may result in criminal prosecution.

XVIII. REFERENCES

LDH Policy #45 – Overtime Policy

LDH Policy #125 – Work Schedules, Attendance and Punctuality

Civil Service Rule 12.6

LDH Instructions for Electronic Certification (eCert) of Online Time Statement

CATS Time Approver & Time and Employee Administrator QUICK REFERENCE CARD

CATS Time QUICK REFERENCE CARD

ECertification QUICK REFERENCE CARD

XIX. REVISION HISTORY

Date	Revision
May 25, 2004	Policy created

October 3, 2011	Policy revised
November 16, 2018	Policy revised
May 7, 2019	Housekeeping change